



DEPARTMENT OF FORESTRY AND FIRE PROTECTION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

| | | | |
|------------------------|--|------------------------------------|-----------------------------|
| DEPARTMENT: | DEPARTMENT OF FORESTRY AND FIRE PROTECTION | RELEASE DATE: | Wednesday, October 15, 2008 |
| POSITION TITLE: | Deputy Director, Management Services | FINAL FILING DATE: | Tuesday, October 28, 2008 |
| CEA LEVEL: | CEA 3 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 8,594.00 - \$ 9,476.00 / Month | BULLETIN ID: | 09172008_5 |

POSITION DESCRIPTION

The Deputy Director for Management Services advises and assists the Directorate in the formulation, administration, and continuing evaluation of departmental programs and policies. Serves as principal advisor on complex issues relating to budgetary, financial, human resources, business services, technical services, information technology, and other administrative policies affecting the programs of the department. Meets and negotiates directly with the highest levels in state government and with comparable levels in federal and local jurisdictions on matters critical to the mission of the department. Represents the department before legislative committees and, as designated, acts as the Directorate's representative to various boards and commissions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Knowledge of and demonstrated experience directing a complete program of administrative services with emphasis on management of complex fiscal systems, human resources, business services,

technical services, and information technology; ability to facilitate and monitor executive policy-making decisions; and advise the Directorate on administrative policies directly affecting departmental programs.

Experience in making executive-level decisions and effectively negotiating solutions with control agencies, the Resources Agency, the Legislature and other governmental entities and departments.

Demonstrated ability to communicate effectively; build and foster a team environment and to value differing opinions, viewpoints, perspectives, needs, and interests.

Demonstrated ability to develop cooperative working relationships with CAL FIRE staff, local and statewide partners, and other governmental agencies (i.e., county, state, and federal).

Knowledge of the department's complex personnel classification structure and employee relations programs.

Knowledge of the department's Fire Protection, Resource Management and Office of the State Fire Marshal Programs, and the ability to communicate and advance the department's mission to gubernatorial appointees, control agencies, the Legislature and other local, state, and federal agencies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Management Services**, with the **DEPARTMENT OF FORESTRY AND FIRE PROTECTION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF OCTOBER 28, 2008 TO BE CONSIDERED.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and the font should not be smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.
- A resume.

Applications must be submitted by the final filing date to:

DEPARTMENT OF FORESTRY AND FIRE PROTECTION, Human Resources - Exam Unit
P.O. Box 944246, Sacramento, CA 94244-2460
Rosalie Turbeville | (916) 445-7909 | rosalie.turbeville@fire.ca.gov

ADDITIONAL INFORMATION

Applicants must file their application, resume, and Statement of Qualifications with the California Department of Forestry and Fire Protection (CAL FIRE) either in person at 1300 U Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, attention: Rosalie Turbeville, Examination Unit.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF FORESTRY AND FIRE PROTECTION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>